

## POSITION ANNOUNCEMENT

|  |                                    |
|--|------------------------------------|
| <b>JOB TITLE</b>   | <b>ELECTRICIAN II</b>              |
| <b>TYPE OF VACANCY</b>   | <b>STAFF</b>                       |
| <b>REPORTS TO</b>  | <b>SUPERVISOR, ELECTRICAL UNIT</b> |
| <b>DEPARTMENT</b>  | <b>PHYSICAL PLANT DEPARTMENT</b>   |
| <p><b>SUMMARY:</b> The Electrician II is responsible for installation, inspection, maintenance and repair of wires, conduits, apparatus, fixtures and other electrical appliances used for light, heat, power or some other purpose, to lay out the working details for the installation and repair of all electrical components.</p>  |                                    |
| <p><b>DUTIES AND RESPONSIBILITIES:</b> The position of Electrician II is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Adhere to a schedule of periodic electrical system inspections and preventive maintenance;</li> <li>➤ Analyze and interpret blue prints, electrical sketches and wiring diagrams so that they can repair, install or maintain apparatus and components based on these diagrams;</li> <li>➤ Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools;</li> <li>➤ Diagnose malfunctioning systems, apparatus and components using test equipment and hand tools, to locate the cause of a breakdown and correct the problem;</li> <li>➤ Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair and to ensure compliance with codes;</li> <li>➤ Advise Supervisor on whether continued operation of equipment would be hazardous;</li> <li>➤ Test electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters and oscilloscopes to ensure compatibility and safety of system;</li> <li>➤ Maintain current electrician's license or identification card to meet governmental regulations;</li> <li>➤ Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes;</li> <li>➤ Upgrade electrical equipment and devices as needed;</li> <li>➤ Lay underground conduit for electrical lines and installs low voltage electric lines and conduits for telephone systems;</li> <li>➤ Inform Supervisor of equipment parts and other supplies;</li> <li>➤ Install ground leads and connect power cables to equipment, such as motors;</li> <li>➤ Repair or replace wiring, equipment and fixtures, using hand tools and power tools;</li> <li>➤ Work from ladders, scaffolds and roofs to install, maintain or repair electrical wiring, equipment and fixtures;</li> <li>➤ Place conduits (pipes or tubing) inside designated partitions, walls or other concealed areas and pull insulated wires or cables through the conduit to complete circuits between boxes;</li> <li>➤ Perform physically demanding tasks, such as digging trenches to lay conduit and moving and lifting heavy objects;</li> </ul> |                                    |

## POSITION ANNOUNCEMENT

- Provide assistance during emergencies by operating floodlights and generators, placing flares and driving needed vehicles;
- Construct and fabricate parts, using hand tools and specifications;
- Call vendors to discuss needs of parts and supplies and recommends purchases and suppliers.

### KNOWLEDGE, SKILLS & ABILITIES:

- Good method skills;
- Good knowledge of materials and equipment;
- Good knowledge of the laws and practices used in the electrical trade in the Bahamas;
- Strong oral and written skills;
- Ability to calculate power requirements for electrical systems;
- Good time management and organization skills;
- Must demonstrate honesty, integrity and ethical conduct;
- Must demonstrate commitment to continuous current applicable learning;
- Ability to work flexible hours to perform tasks in the event of emergencies;
- Must be able to read electrical circuit diagrams.

### REQUIREMENTS:

- Follow attendance, punctuality and dress code policy as set up by the Physical Plant Department;
- Clock in upon arrival and departure at the end of the shift; (Device located in the Physical Plant's Office).

### QUALIFICATIONS:

- Approved Craft Certificate or equivalent OR Single Phase Electrician's License AND at least four (4) years of relevant post license or post-qualification work experience.

### Email Information: Interested applicants should send the following via email:

- A cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Résumé;
- At least three (3) names of or 3 written professional references;
- Evidence of educational accomplishments.

**Incomplete application packages will not be considered.**

### Emailing Address:

Email: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)  
 Attention: Vice President, Human Resources  
 Subject: **Electrician II**

|                             |                       |
|-----------------------------|-----------------------|
| <b>Salary Grade</b>         | <b>TS-3</b>           |
| <b>Date Published</b>       | <b>March 21, 2022</b> |
| <b>Application End Date</b> | <b>April 1, 2022</b>  |
| <b>Date to be Removed</b>   | <b>April 2, 2022</b>  |

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Electrician II.*